

## Payroll Services Vendor RFP

### Questions and Answers

1. What is the scope of this program – how many people do you anticipate falling within it?  
**There may be up to 50 youth through the summer months and as few as five or less during the balance of the year.**
2. Does Michigan Works! supply the work permits and are they filed with the Department of Labor?  
**Yes, Michigan Works! will supply the work permits and they are not filed with Department of Labor.**
3. Will training on working with minors be required?  
**No.**
4. Will Michigan Works! be recruiting the program participants?  
**Yes.**
5. Since you require the vendors to perform background checks and drug screens, how will we be getting consent to screen minors?  
**Background checks and drug screens will only be completed when it is a requirement of the worksite. Michigan Works! West Central will provide the consent forms for the participants and ensure that those under the age of 18 has parental consent.**
6. Will the vendor be reviewing the background/drug screen or will Michigan Works!? Does the vendor have the right not to employ someone Michigan Works! refers us to?  
**The vendor will be reviewing the background/drug screen results. Yes, the vendor has the right to not employ someone one Michigan Works! refers based on those results.**
7. Who supervises the minors out on assignment?  
**The staff at the worksites will be providing direct supervision of the youth.**
8. Do you have any job descriptions? The vendor would not feel comfortable having minors doing industrial work of any kind (lifting, damage to property), so it would be advantageous to know what these workers will be doing a head of time.  
**At this time, we do not have job descriptions. Michigan Works! West Central Talent Specialist will be working closely with Employers to insure all labor law requirements are being met.**